



ALCOHOL/DRUG COUNSELOR, PRISON

CHARACTERISTICS OF WORK:

This is professional level work in identifying and counseling inmates with substance abuse problems. Duties include screening offenders to determine program eligibility, counseling inmates in alcohol and drug abuse prevention, formulating treatment modalities, obtaining employment and residency for eligible substance abusers, and conducting follow-up/After Care counseling to clients after release. Incumbents may also conduct alcohol and drug prevention and education classes. Supervision is received from the Alcohol and Treatment Center Coordinator.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in psychology, guidance and counseling, sociology, criminal justice or a directly related field.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience in work directly related to the described duties.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), directly related education, and directly related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to walk; stand; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to reach with hands and arms.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Alcohol/Drug Counseling: Identifies and counsels individuals with substance abuse problems.

Interviews incoming offenders to identify eligibility for alcohol and drug treatment center assignment using counseling techniques. Instructs substance abusers in alcohol and drug abuse prevention to motivate

behavioral modification using therapeutic counseling techniques, audiovisual materials, and pamphlets. Counsels inmates assigned to the treatment center in group or individual sessions to modify addictive tendencies using therapeutic techniques and approaches. Counsels with released substance abusers to foster readjustment to society and to prevent reoccurrence of alcohol or drug addiction using counseling techniques and crisis intervention methodology.

Rehabilitation Planning: Plans, coordinates, and administers a comprehensive program to treat individuals with substance abuse problems.

Records long and short term goals, treatment methodology, and progress toward problem resolution in an individualized treatment plan to ensure continuity in substance abuse care. Maintains records and reports documenting all information regarding individual and treatment plan.

Communication: Shares information in writing or verbally.

Presents oral and written information both internally and externally using correct punctuation, grammar, and content. Communicates clearly. Demonstrates an awareness of cultural diversity while communicating with individuals.

Outreach: Serves as a liaison between the institution or prison and the community.

Provides follow-up and After Care services via telephone, correspondence, and field officers. Consults with released clients concerning progress, status, and sobriety maintenance and makes referrals as needed to community resources.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Conducts orientation and initial screening of inmates/clients for counseling services.
2. Provides professional, group/individual counseling services which includes formulating individualized rehabilitation plans.
3. Provides drug and alcohol education through classroom instruction.
4. Maintains inmate/client records and completes agency reports following established policies and procedures.
5. Provides follow-up and After Care services via telephone, correspondence, and field officers.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Interviews incoming offenders to identify eligibility for alcohol and drug treatment center assignment using counseling techniques.

Instructs substance abusers in alcohol and drug abuse prevention to motivate behavioral modification using

therapeutic counseling techniques, audiovisual materials, and pamphlets.

Counsels inmates assigned to the treatment center in group or individual sessions to modify addictive tendencies using therapeutic techniques and approaches.

Records long and short term goals, treatment methodology, and progress toward problem resolution in an individualized treatment plan to ensure continuity in substance abuse care.

Consults with prospective employers and landlords to obtain employment and residency for released offenders using community contacts and job applications.

Counsels with released substance abusers to foster readjustment to society and to prevent reoccurrence of alcohol or drug addiction using counseling techniques and crisis intervention methodology.

Consults with released clients concerning progress, status, and sobriety maintenance and makes referrals as needed to community resources.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.